



# Michigan Treasury Online (MTO) Optimization

## Learning Series 1: Navigation

**NOTE: These documents are for demonstration purposes only and are not actual accounts or taxpayers.**

January 2016

Customer Friendly

Simplified Process

### What's New in MTO?

- How to Navigate New MTO Features

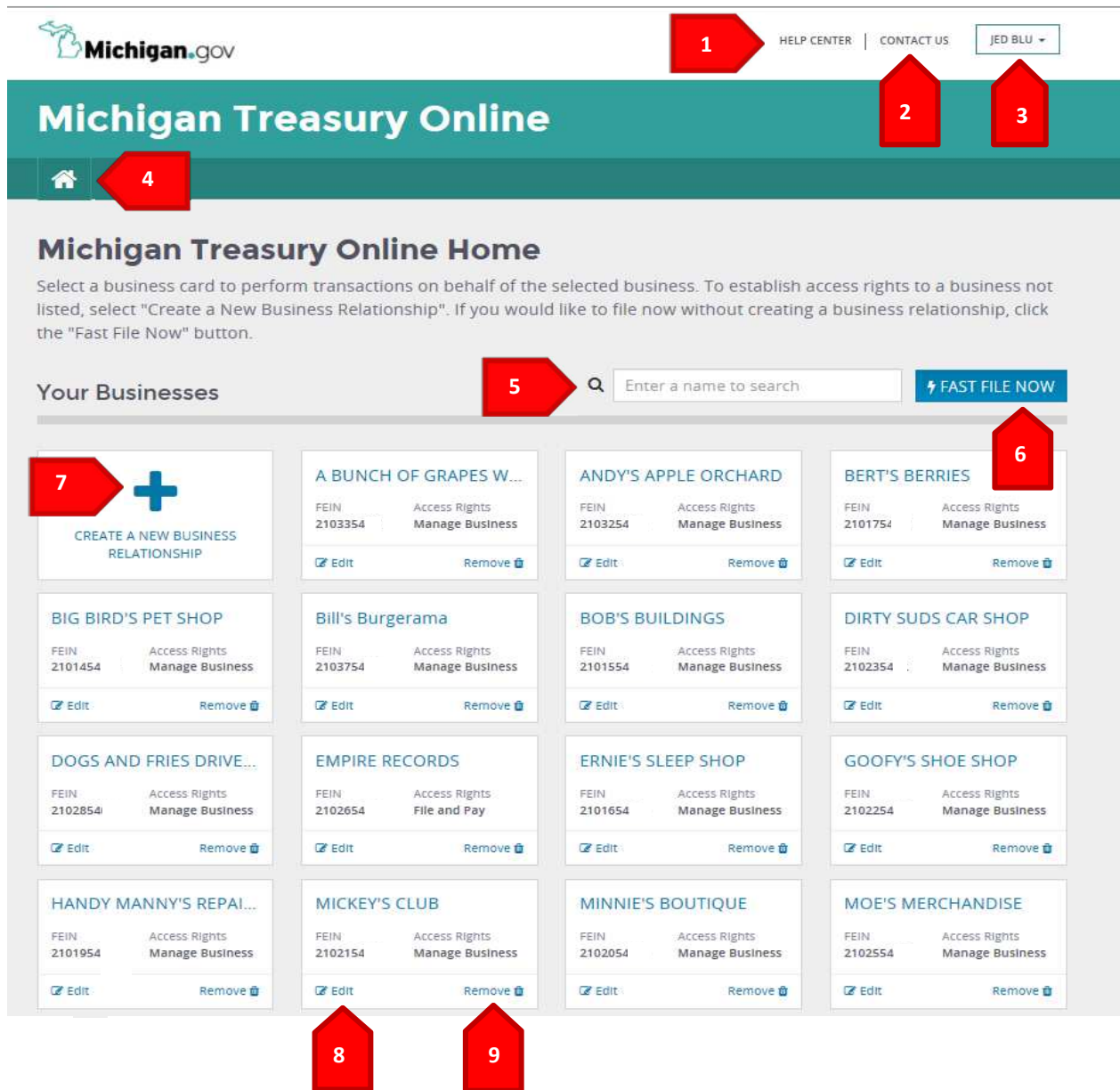
#### Learning Series 1: Navigating in MTO.



Before continuing, please spend a few minutes becoming familiar with the images used in this Learning Series:

Image	Purpose
	To indicate a change in process or functionally that is expected to significantly increase the user experience
	To indicate a reminder or a relevant note within a text
	To indicate a quick tip or faster way of completing an action
	To number steps on screenshots
	To highlight any part of the screenshot, such as a button
	To draw attention to a relevant section of information/text (not a button)

## Navigation of MTO Home Page

- Upon successful log-in, the user's **home** page appears.



#	Item	Description
1	Help Center	Get help regarding SUW taxes and navigating MTO
2	Contact Us	Obtain website contact information
3	User Name	Name of the individual logged into MTO
4		Returns user to Home page
5		Allows the user to search for a business on their home page
6	FAST FILE NOW	Allows for filing of a return without establishing a business
7	+ Create a New Business Relationship	Allows a new business relationship to be created
8	Edit	Allows a user to edit their access rights (manage business or file and pay) with the business
9	Remove	Allows a user to remove a business from their home page

## Business Card

The Business Card is a new concept in MTO. A Business Card is created after a user establishes a business relationship. By clicking on the business card, a user has access to perform all related transactions based on their access rights to the business.

**Michigan.gov** [HELP CENTER](#) [CONTACT US](#) [JED BLU](#)

# Michigan Treasury Online

## Michigan Treasury Online Home

Select a business card to perform transactions on behalf of the selected business. To establish access rights to a business not listed, select "Create a New Business Relationship". If you would like to file now without creating a business relationship, click the "Fast File Now" button.

**Your Businesses** [Business Card](#)  [FAST FILE NOW](#)

 <b>CREATE A NEW BUSINESS RELATIONSHIP</b>	<b>A BUNCH OF GRAPES W...</b> FEIN: 2103354   Access Rights: Manage Business <a href="#">Edit</a> <a href="#">Remove</a>	<b>ANDY'S APPLE ORCHARD</b> FEIN: 2101554   Access Rights: Manage Business <a href="#">Edit</a> <a href="#">Remove</a>	<b>BERT'S BERRIES</b> FEIN: 2101754   Access Rights: Manage Business <a href="#">Edit</a> <a href="#">Remove</a>
<b>BIG BIRD'S PET SHOP</b> FEIN: 2101454   Access Rights: Manage Business <a href="#">Edit</a> <a href="#">Remove</a>	<b>Bill's Burgerama</b> FEIN: 2103754   Access Rights: Manage Business <a href="#">Edit</a> <a href="#">Remove</a>	<b>BOB'S BUILDINGS</b> FEIN: 2101554   Access Rights: Manage Business <a href="#">Edit</a> <a href="#">Remove</a>	<b>DIRTY SUDS CAR SHOP</b> FEIN: 2102354   Access Rights: Manage Business <a href="#">Edit</a> <a href="#">Remove</a>
<b>DOGS AND FRIES DRIVE...</b> FEIN: 2102854   Access Rights: Manage Business <a href="#">Edit</a> <a href="#">Remove</a>	<b>EMPIRE RECORDS</b> FEIN: 2102654   Access Rights: File and Pay <a href="#">Edit</a> <a href="#">Remove</a>	<b>ERNIE'S SLEEP SHOP</b> FEIN: 2101654   Access Rights: Manage Business <a href="#">Edit</a> <a href="#">Remove</a>	<b>GOOFY'S SHOE SHOP</b> FEIN: 2102254   Access Rights: Manage Business <a href="#">Edit</a> <a href="#">Remove</a>
<b>HANDY MANNY'S REPAI...</b> FEIN: 2101954   Access Rights: Manage Business <a href="#">Edit</a> <a href="#">Remove</a>	<b>MICKEY'S CLUB</b> FEIN: 2102154   Access Rights: Manage Business <a href="#">Edit</a> <a href="#">Remove</a>	<b>MINNIE'S BOUTIQUE</b> FEIN: 2102054   Access Rights: Manage Business <a href="#">Edit</a> <a href="#">Remove</a>	<b>MOE'S MERCHANDISE</b> FEIN: 2102554   Access Rights: Manage Business <a href="#">Edit</a> <a href="#">Remove</a>

Click on the Business Card to display the business information and available actions the user can perform for the business.

## Business Card Tour

The screenshot shows the Michigan Treasury Online interface. At the top, there's a teal header with the Michigan.gov logo, a home icon, a search bar containing 'A BUNCH OF GRAPES WINERY', and a red callout '1' pointing to the search bar. Below the header, the page title 'A BUNCH OF GRAPES WINERY' is displayed. The main content area is divided into two sections: 'Business Information' and 'Available Actions'. A red callout '2' points to the 'Business Information' tab. The 'Business Information' section contains a white box with the following details: Legal Address (7285 Parsons Dr, Dimondale, MI 48821-5004), FEIN (2103354), Access Rights (Manage Business), Registered Tax Types (Flow Through Withholding Tax, Sales Tax, Use Tax, Withholding Tax), Next Return Filing Due Date (July 20, 2015 with a warning icon), Last SUW Payment (Paid \$301.94 on December 21, 2015), and Last Return Filed (Sales Tax, Use Tax, Withholding Tax (December 23, 2015)). A red callout '3' points to the 'Available Actions' section. The 'Available Actions' section contains a list of four blue buttons: 'File and Pay SUW', 'Other Pay Options', 'Manage Business', and 'Letters and Licenses'. Red callouts '4', '5', '6', and '7' point to these buttons respectively. The footer of the page is dark gray and contains the Michigan.gov logo, 'MTO HOME | CONTACT US | POLICIES', and 'Copyright 2016 State of Michigan'.

#	Item	Description
1	<b>Name of Business</b>	The name of the business that is currently open on the user's screen.
2	<b>Business Information</b>	Business information for the selected business including the <b>Legal Address, FEIN, Access Rights, Registered Tax Types, Next Return Filing Due Date, Last SUW Payment, and Last SUW Return Filed.</b>
3	<b>Available Actions (based on access rights)</b>	Displays items available to perform. The primary options are: <b>File and Pay SUW, Other Pay Options, Manage Business, and Letters and Licenses.</b> Each of the primary options have drop-down menus.
4	<b>File and Pay SUW</b>	Displays current returns due, amend and pay options, and the ability to view and print previously filed returns.
5	<b>Other Pay Options</b>	Allows user the option to make a payment, manage payments, or view payment history in JP Morgan Chase.
6	<b>Manage Business</b>	Displays all registration information for the business and allows the user the ability to modify this information.
7	<b>Letters and Licenses</b>	Displays all correspondence sent from the Michigan Department of Treasury including a current copy of the business' sales tax license.



## Contact Us

If you have additional questions that were not answered using this Learning Series, please call the Michigan Department of Treasury at 517-636-6925.

The MTO Business website is currently being revised to include updated information on MTO and the changes to SUW that will begin in January. The website can be accessed here:

[www.michigan.gov/mtobusiness](http://www.michigan.gov/mtobusiness).